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Message Text

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TO AMEMBASSY ANKARA IMMEDIATE
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E.O. 11652: N/A
TAGS: OVIP (KISSINGER, HENRY A)
SUBJECT: SECRETARY'S VISIT: ADMINISTRATIVE-LOGISTICAL ARRANGEMENTS

THE ADMINISTRATIVE/LOGISTICAL REQUIREMENTS IN SUPPORT OF THE SECRETARY'S VISIT FOLLOW. LOCAL CONDITIONS WILL NECESSITATE SOME CHANGES OR SUBSTITUTIONS BUT IT IS IMPORTANT THAT WE BE TOLD WHAT THEY ARE. A NUMBER OF ITEMS CONCERN OVERNIGHT STOPS ONLY. (SEE ALSO LAST PARAGRAPHS FOR INSTRUCTIONS TO SPECIFIC POSTS AND FOR ITINERARY.)
1. ETA - PARTY COMPOSITION

THE SECRETARY'S PARTY WILL BE COMPOSED OF APPROXIMATELY
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FORTY PEOPLE INCLUDING SUPPORT STAFF AND PRESS. THE GROUP WILL TRAVEL ABOARD A SPECIAL MILITARY AIRCRAFT. ETA WILL BE CONFIRMED AND A PASSENGER LIST WILL BE FURNISHED BY SEPTEL.

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2. ENTRY/EXIT FORMALITIES

PLEASE OBTAIN WAIVER OF ANY VISA REQUIREMENTS FOR PARTY AND PRESS AND ARRANGE FOR CONSOLIDATED IMMIGRATION/ CUSTOMS CLEARANCES FOR PASSENGERS AND BAGGAGE. ADVISE IMMEDIATELY IF THIS CAN BE ACCOMPLISHED.

PLEASE ASSIGN AN OFFICER TO RECEIVE PASSPORTS AND FACILITATE ENTRY AND EXIT. THE PARTY HAS ALL REQUIRED INNOCULATIONS.

3. OFFICE SPACE/SLEEPING ACCOMMODATIONS (SEE ALSO PARA. 4 BELOW)

THE SECRETARY AND PARTY SHOULD BE BILLETED FOR BOTH LODGING AND OFFICE PURPOSES IN ONE CENTRALLY LOCATED HOTEL. KNOWN REQUIREMENTS ARE: ONE (1) SUITE AND THIRTY-NINE (39) SINGLES FOR SLEEPING QUARTERS AND ELEVEN (11) DOUBLE ROOMS TO BE USED AS OFFICES. BEDROOM FURNITURE SHOULD BE REMOVED FROM ALL OFFICES. THE PREFERRED CONFIGURATION IS FOR THE SECRETARY'S SUITE, THE SPECIAL ASSISTANTS' OFFICE AND BEDROOMS, THE "HOLDING ROOM" AND THE USSS COMMAND POST TO BE LOCATED IN ONE AREA, WITH OTHER OFFICES (I.E. FOR S/S ETC. AND THE REMAINDER OF THE PARTY) LOCATED ON ANOTHER FLOOR. IDEALLY THE ROOMS IN THIS COMPLEX WOULD BE SET UP WITH THE SECRETARY'S SUITE AT THE END OF A CORRIDOR, SPECIAL ASSISTANTS' BEDROOMS ON EITHER SIDE OF THE SUITE ACROSS FROM ONE ANOTHER, THE HOLDING ROOM AND SPECIAL ASSISTANTS' OFFICE NEXT TO THE BEDROOMS RESPECTIVELY, AND THE USSS COMMAND POST NEXT TO THE OFFICE. ACCESS TO THIS AREA MUST BE CONTROLLED BY MSGS. SPECIFICS FOLLOW:

A. ACCOMMODATIONS FOR SECRETARY AND SPECIAL ASSISTANTS:

(1) SECRETARY'S SUITE: IT MUST BE OF SUFFICIENT SIZE FOR HOLDING MEETINGS AND/OR HOSTING SMALL DINNERS FOR EIGHT TO

TEN PEOPLE;

(2) SPECIAL ASSISTANTS' BEDROOMS: TWO BEDROOMS LOCATED NEAR THE SECRETARY'S SUITE;

(3) SPECIAL ASSISTANTS' OFFICE: A DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE SECRETARY'S IMMEDIATE STAFF OF TWO OFFICERS AND THREE SECRETARIES. MINIMUM REQUIREMENTS:

- FIVE DESKS OR WORKING TABLES

- THREE TYPEWRITERS AND TYPEWRITER STANDS

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- OFFICE SUPPLIES AND FORMS

- COPY MACHINE (IF POSSIBLE)

(4) HOLDING ROOM: A DOUBLE ROOM CONVERTED AND FURNISHED TO SERVE AS A WAITING ROOM FOR THE SECRETARY'S VISITORS.

(5) USSS COMMAND POST: A DOUBLE ROOM LOCATED IN THE VICINITY OF THE SECRETARY'S SUITE AND SPECIAL ASSISTANTS' OFFICE. USSS REPRESENTATIVES ADVANCING THE VISIT SHOULD BE CONSULTED REGARDING OTHER REQUIREMENTS FOR THIS ROOM.

B. SUPPORT OFFICES
THE FOLLOWING ROOMS SHOULD BE LOCATED ON ANOTHER FLOOR. BECAUSE OF THE REQUIREMENT FOR CONTROLLED ACCESS FOR OPEN STORAGE OF CLASSIFIED MATERIAL, THE S/S AND SENIOR STAFF OFFICES SHOULD OCCUPY CONTIGUOUS SPACE.

(1) EXECUTIVE SECRETARIAT STAFF (S/S): THREE (3) CONNECTING DOUBLE ROOMS CONVERTED INTO OFFICES; ONE OF THE DOUBLES SHOULD BE RESERVED FOR OVERFLOW, CONTINGENCY OFFICE SPACE AND FOR THE STORAGE OF BULKY BRIEFCASES, FOOTLOCKERS AND TRUNKS OF CLASSIFIED MATERIAL. MINIMUM REQUIREMENTS:

- FOUR DESKS OR WORKING TABLES

- FOUR TYPEWRITERS AND FOUR STANDS

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- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)

- NORMAL AMOUNT OF OFFICE SUPPLIES AND FORMS, EMBASSY PHONE BOOK, DIPLOMATIC LIST, ETC.

(2) SENIOR STAFF OFFICE: DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE USE OF THE OFFICIAL PARTY. EQUIP WITH FIVE DESKS OR WORK TABLES AND A MINIMUM OF THREE TYPEWRITERS, OFFICE SUPPLIES, ETC.

(3) VISITORS' CONTROL ROOM: TWO CONNECTING DOUBLES. THIS ROOM, AN INFORMATION/RECEPTION CENTER FOR THE PARTY, CAN BE MANNED BY AMERICAN AND/OR FSL POST PERSONNEL. ACCOMMODATION EXCHANGE SERVICE SHOULD BE PROVIDED. CIGARETTES, BEVERAGES AND SUNDRIES SHOULD BE AVAILABLE FOR SALE BUT NO BAR FACILITIES. PLEASE PROVIDE A BULLETIN BOARD FOR NOTICES AND AN ASSORTMENT OF MAPS, TOURIST BOOKLETS AND SIMILAR HAND-OUTS.

(4) PRESS ROOM: TWO CONNECTING DOUBLE ROOMS. SEE SEPTEL

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ON PRESS ARRANGEMENTS FOR SPECIAL REQUIREMENTS.

4. HOST GOVERNMENTS FREQUENTLY INVITE THE SECRETARY AND OCCASIONALLY SOME SENIOR STAFFERS TO STAY IN OFFICIAL GUEST QUARTERS. SUCH INVITATIONS SHOULD NOT BE SOLICITED OR ENCOURAGED BUT IF FORMALLY E.TENDED POSTS SHOULD

NOTIFY THE DEPARTMENT IMMEDIATELY. (FYI, THE SECRETARY WILL NORMALLY ACCEPT THE INVITATION, SECURITY CONDITIONS PERMITTING.)
IF THE SECRETARY DECIDES TO ACCEPT INVITATION TO STAY IN GOVERNMENT QUARTERS, PLEASE ATTEMPT TO OBTAIN, BUT NOT REPEAT NOT AT THE EXPENSE OF PRESSURING OR INCONVENIENCING THE HOSTS, ACCOMMODATIONS FOR THE FOLLOWING AT THE SAME LOCATION OR IN CLOSE PROXIMITY: (A) OFFICE FOR TWO SPECIAL ASSISTANTS; (B) SPACE FOR USSS COMMAND POST AND SY GROUP IF SECRETARY'S WIFE ACCOMPANIES HIM; AND (C) SLEEPING ACCOMMODATIONS FOR AT LEAST ONE SPECIAL ASSIST-ANT.

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5. GROUND TRANSPORTATION

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

(1) THE SECRETARY

(2) ONE VEHICLE FOR EACH MEMBER OF THE PARTY WITH THE RANK OF ASSISTANT SECRETARY.

(3) ONE VEHICLE FOR THE SPECIAL ASSISTANTS. (NOTE: IN DEVELOPING MOTORCADE ASSIGNMENTS TO AND FROM THE AIRPORT, IT IS ESSENTIAL THAT THIS VEHICLE BE SPOTTED WELL FORWARD, I.E. IN THE NO. 2 OR NO. 3 POSITION.)

(4) ONE VEHICLE FOR THE PRESS SPOKESMAN.

(5) ONE VEHICLE FOR THE S/S TEAMS.

(6) ONE VEHICLE FOR WHCA PERSONNEL.

(7) ONE LARGE VAN OR TWO STATION WAGONS, CARRYALLS ETC., FOR CLASSIFIED MATERIAL. IF SECRETARY AND SPECIAL ASSIST-ANTS WILL RESIDE IN GUEST QUARTERS SEPARATE FROM REMAINDER OF THE PARTY, A THIRD VEHICLE WILL BE REQUIRED TO TRANS-PORT CLASSIFIED MATERIAL.

(8) A TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE.

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(9) USSS VEHICLE REQUIREMENTS (AND SY VEHICLE REQUIREMENTS IF SECRETARY'S WIFE IS IN PARTY) SHOULD BE DISCUSSED WITH ADVANCE TEAMS.

MEMBERS. PREFER ONE OR TWO MINI-BUSES WHICH CAN KEEP PACE
- - - -
WITH MOTORCADES.)

POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF THE PARTY.
SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST PROMPT THE REQUEST THAT YOU MAKE DOUBLY SURE DRIVERS KNOW HOW TO
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GET TO AND FROM VARIOUS POINTS THE PARTY WILL VISIT, INCLUDING THE APPROPRIATE AIRPORT, AND THE PREFERRED ROUTING. THEY SHOULD BE BRIEFED AND EXAMINED ON ROUTES BEFORE ARRIVAL OF THE PARTY.

6. ROOM AND CAR ASSIGNMENTS

UPON RECEIPT OF THE PASSENGER LIST MAKE ROOM AND CAR ASSIGNMENTS AND PLEASE NOTIFY THE DEPARTMENT (S/S-EX) IMMEDIATELY. NOTE: THE MEDICAL OFFICER WILL RIDE WITH THE USSS AND NEED NOT BE ASSIGNED TO A SPECIFIC VEHICLE. ALSO, ONE OF THE SECRETARIES IN THE PARTY WILL RIDE IN FROM THE AIRPORT WITH THE SPECIAL ASSISTANTS.

7. SECURITY

A. THE US SECRET SERVICE IS RESPONSIBLE FOR ALL PRO-TECTIVE SECURITY ARRANGEMENTS FOR THE SECRETARY. AN ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE VISIT. ETA WILL BE THE SUBJECT OF A SEPTEL.

B. IF THE SECRETARY'S WIFE ACCOMPANIES HIM ON THE VISIT, AN SY AGENT WILL TRAVEL ABOARD THE AIRCRAFT WITH THE PARTY AND AN SY TEAM OF SEVERAL AGENTS WILL ARRIVE AT POST A FEW DAYS IN ADVANCE OF THE VISIT.

C. VIA SEPARATE MESSAGE SY WILL PROVIDE THE RSO WITH DETAILED INSTRUCTIONS FOR THE SAFEGUARDING OF CLASSIFIED MATERIAL.

D. TWENTY-FOUR-HOUR MSG COVERAGE WILL BE REQUIRED FOR OPEN STORAGE OF CLASSIFIED MATERIAL IN TWO SEPARATE SECURE AREAS WHICH SHOULD BE ESTABLISHED FOR: (I) THE SPECIAL ASSISTANTS' OFFICE, AND (II) THE SENIOR STAFF AND S/S OFFICES.

8. BAGGAGE

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A. THE USSS WILL HANDLE THE SECRETARY'S BAGGAGE.

B. AN AMERICAN SHOULD BE ASSIGNED TO OVERSEE THE HANDLING
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B. AN AMERICAN SHOULD BE ASSIGNED TO OVERSEE THE HANDLING OF THE PARTY'S BAGGAGE.

C. BAGGAGE WILL BE PRE-TAGGED WITH THE INDIVIDUAL'S HOTEL ROOM NUMBER; SIMILARLY, AS PART OF THE DEPARTURE ARRANGEMENTS ALL BAGGAGE WILL BE TAGGED FOR THE NEXT STOP. IT IS IMPORTANT, THEREFORE, THAT ROOM ASSIGNMENT INFORMATION BE EXPEDITED. (SEE PARA. 5.)
D. "BAGGAGE CALL" AND OTHER DETAILS REGARDING BAGGAGE HANDLING SHOULD BE DISCUSSED WITH THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY.

9. GIFTS

WE PREFER THAT THERE BE NO EXCHANGE OF GIFTS. BUT IF LOCAL CUSTOM MAKES AN EXCHANGE UNAVOIDABLE, GIVEN THE OPPORTUNITY, POST SHOULD EXPLAIN TO LOCAL OFFICIALS TACTFULLY OUR RESTRICTIONS GOVERNING RECEIPT OF GIFTS. (SEE 3 FAM 621.) AS A CONTINGENCY, POST SHOULD APPOINT A GIFT OFFICER WHO SHOULD ASSUME RESPONSIBILITY FOR THE RECEIPT AND RECORDING OF ALL GIFTS AND FOR PREPARING THEM FOR SHIPMENT.

10. SECRETARIAL/COURIER ASSISTANCE

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED FULL-TIME ON A CONTINUOUS, 24-HOUR, BASIS TO WORK WITH S/S AND TO PROVIDE CLERICAL SUPPORT FOR OTHER MEMBERS OF THE PARTY. ADDITIONALLY, A THIRD SECRETARY MUST BE AVAILABLE AT ALL TIMES ON A CALL-IN BASIS.

B. A COURIER WILL BE REQUIRED TO LINK THE SECRETARIAT AND THE EMBASSY'S C&R UNIT; TWO COURIERS WILL BE NECESSARY FOR SIMULTANEOUS SERVICE FROM BOTH POINTS IF S/S AND THE CHANCERY ARE DISTANT FROM EACH OTHER. VEHICLES SHOULD BE RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS. A SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE PREPARED AND MADE AVAILABLE TO S/S.

11. TDY ASSISTANCE

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ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES ETC., SHOULD BE DIRECTED TO YOUR REGIONAL BUREAU.

12. ASSISTANCE TO AIRCRAFT CREW

UNLESS NOTIFIED TO THE CONTRARY, ALL ARRANGEMENTS FOR SERVICING THE AIRCRAFT AND ACCOMMODATIONS FOR THE CREW WILL BE HANDLED VIA MILITARY CHANNELS.

13. TELEPHONES -

INSTRUCTIONS ON TELEPHONE REQUIREMENTS, A CRITICAL ITEM, ARE CONTAINED SEPTEL

14. OFFICE MACHINES

TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

15. MISCELLANEOUS

(1) ADVISE SOONEST RUSH HOUR AND NON-RUSH HOUR DRIVING TIMES BETWEEN HOTEL AND EMBASSY OR TIMES BETWEEN ALL THREE LOCATIONS IF SECRETARY RESIDES ELSEWHERE.

(2) ADVISE OF ANY SPECIAL LOCAL CONDITIONS, HOLIDAYS, STRIKES ETC., WHICH MIGHT AFFECT VISIT.

(3) ADVISE OF ANY SPECIAL CLOTHING REQUIREMENTS, INCLUDING BLACK TIE FUNCTIONS.

(4) ROOM KEYS SHOULD BE IN DOORS OR AVAILABLE FROM THE VISITORS CONTROL ROOM ON ARRIVAL.

(5) ADVISE LOCAL ELECTRICAL CHARACTERISTICS.

(6) EXCEPT FOR POTABLE WATER (AS APPROPRIATE) NO BEVERAGES SHOULD BE PLACED IN THE VISITORS' ROOMS.

(7) THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY IS JAMES B. MORAN AND HE SHOULD BE MET AT PLANESIDE BY THE CONTROL OFFICER OR THE INDIVIDUAL RESPONSIBLE FOR ADMINISTRATIVE ARRANGEMENTS.

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(8) MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS OF THE VISIT SHOULD BE SLUGGED FOR S/S-EX.

16. SPECIAL INSTRUCTIONS

A. NON-OVERNIGHT STOPS (BERLIN ONLY): (1) WHEN AN RON IS NOT INVOLVED, OFFICES FOR S/S TEAM AND SENIOR STAFF SHOULD BE PROVIDED FOR IN THE CHANCERY, NEAR THE C & R AREA IF POSSIBLE. IF GUEST QUARTERS ARE PROVIDED FOR THE SECRETARY BY LOCAL GOVERNMENT OR EMBASSY, IF POSSIBLE, A SMALL OFFICE SHOULD BE ESTABLISHED IN SAME LOCATION FOR SPECIAL ASSISTANTS; IF THIS ISN'T FEASIBLE OFFICE SPACE IN CHANCERY FOR THEM WILL SUFFICE. (2) LENGTH OF STOP PERMITTING, WE WOULD APPRECIATE SUGGESTIONS AS TO HOW UNOCCUPIED PARTY MEMBERS MIGHT PASS THEIR TIME.

B. FOR ANKARA ONLY: CONTENTS OF THIS MESSAGE HAVE BEEN CLEARED WITH OIC ADVANCE ADMINISTRATIVE OFFICER, MR. JACK MCGUINNESS. THERE WILL BE SOME VARIATIONS IN FUNDING ARRANGEMENTS FOR THIS VISIT WHICH WILL BE THE SUBJECT OF A SEPARATE MESSAGE PREPARED BY OIC. ALSO, IT IS ESSENTIAL THAT THE FUNDING PROCEDURES BE DISCUSSED IN DETAIL WITH THE TRIP ADMINISTRATIVE OFFICER AND THE OIC REPRESENTATIVE AFTER THE SECRETARY'S PARTY ARRIVES.

17. TENTATIVE ITINERARY (ALL TIMES ARE LOCAL)

SUNDAY, MAY 18 DEPART ANDREWS AFB 0930
SUNDAY, MAY 18 ARRIVE VIENNA 2255
MONDAY, MAY 19 IN VIENNA
TUESDAY, MAY 20 DEPART VIENNA 1630
TUESDAY, MAY 20 ARRIVE BONN 1800
WEDNESDAY, MAY 21 DEPART BONN 0900
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WEDNESDAY, MAY 21 ARRIVE BERLIN 1000
WEDNESDAY, MAY 21 DEPART BERLIN 1430
WEDNESDAY, MAY 21 ARRIVE ANKARA 2050
THURSDAY, MAY 22 IN ANKARA
FRIDAY, MAY 23 DEPART ANKARA 1500
FRIDAY, MAY 23 ARRIVE TORREJON AFB 1830
FRIDAY, MAY 23 DEPART TORREJON AFB 2000
FRIDAY, MAY 23 ARRIVE ANDREWS 2210.
KISSINGER

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